

1 December 1976

OFFICE OF FINANCE NOTICE NO. 2-77

SUBJECT: DDA EXCHANGE Magazine

1. As stated in the July 1976 FINANCE NEWSLETTER, the quarterly publication DDA EXCHANGE is an interesting and informative publication that should be of interest to all Finance Careerists. It provides a medium for the exchange of ideas, concepts, information, and techniques that are of common interest to personnel in the Directorate for Administration. DDA EXCHANGE articles are purposely short (normally less than 1000 words each) and are expressed in non-technical language to make them highly readable and interesting. The next issue of DDA EXCHANGE will be published in January 1977.

2. Each DDA office expects to contribute at least one article for each quarterly issue of the Exchange. As an assist to us in this endeavor it will be helpful if each Finance Careerist will become a self appointed "roving reporter" and be on the alert for ideas about topics in their respective areas of responsibility that might be of general interest as a subject for an Exchange article. Your ideas or proposed texts for articles for publication will be welcomed and should be directed to [redacted] Plans and Systems Staff, 615 Key Building [redacted] telephone extension is [redacted]

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Acting Director of Finance

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